



MONTANA STATE HOSPITAL POLICY AND PROCEDURE

HOUSE KEEPING CHEMICALS AND THEIR SAFE USE

Effective Date: November 17, 2004

Policy #: HL-01

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- I. PURPOSE:** To provide knowledge required for safe and effective use of disinfecting and cleansing chemicals commonly used in the housekeeping department and by Direct Care and Food Service Staff.
- II. POLICY:** MSH staff will use cleaning chemicals in accordance with the manufacturers' directions for safe handling. During departmental orientation and, as needed, information about the safe use of these chemicals, the location and use of the MSDS references will be reviewed with Housekeeping personnel (when new products are introduced). Patient use of cleaning chemicals is limited and staff must carefully monitor the use of cleaning chemicals used by patients.
- III. DEFINITIONS:** None.
- IV. RESPONSIBILITY:**
 - A. Housekeeping Manager will ensure a process is in place to educate staff and patient housekeeping employees on the safe use of chemicals/products used at Montana State Hospital.
 - B. Housekeeping staff is responsible for adhering to this policy and for becoming familiar with chemical MSDS information for products used on a daily basis.
 - C. Housekeeping
 - D. Kitchen staff will use products according to this policy and will ensure familiarity with MSDS information on products used in their area.
 - E. Unit staff is responsible to ensure the safe storage of all chemicals on their unit and will not allow patients, including those patients who are assigned on unit tasks, to have access to the bottles of chemicals. If necessary, staff will spray the surface themselves or spray a towel for the patient to use.
- V. PROCEDURE:**
 - A. Types of Chemicals
 - 1. **Disinfectants:** A hospital grade disinfectant will be used on all environmental surfaces i.e., floors, window sills, beds and night stands, restroom fixtures,

showers and tubs. These products must be bactericidal, fungicidal, virucidal, and have a registered EPA number.

- a. Do not mix with other chemicals.
 - b. Follow safe use instructions as outlined by the manufacturer and in the Housekeeping Policy/Procedure Manual.
 - c. Do not give any patient including on unit patient employees the bottle of cleaner. If necessary, staff will spray the surface themselves or spray a towel for the patient to use.
2. **Acids (Corrosives): Toilet bowl cleaners and mineral deposit removers.** Most toilet bowl cleaners and mineral deposit removers are acids, and must be used with extreme caution.
 - a. Follow safe use directions on the container and in the Housekeeping Policy/Procedure Manual.
 - b. Do not splash on floors, walls, or individuals.
 - c. Use only once weekly to remove heavy mineral deposits
 - d. Do not use on sinks, tubs, or showers.
 - e. Use these products only on the intended surfaces in accordance with Housekeeping Policy/Procedure Manuals.
 - f. These products are used by Dietary, Housekeeping, and Maintenance staff only, and are not available to other hospital staff.
3. **Abrasive Cleaners:** Remember these products do not possess any germicidal qualities
 - a. Do not use on sinks, tubs, or showers.
 - b. Use only as needed to remove buildup of soap scum, body fats, and other deposits that cannot be removed with a germicide.
 - c. These cleaners are used by Housekeeping, Dietary and Maintenance Staff only.
4. **Nonabrasive Cleaners:** Are to be used on sinks, tubs, and showers to remove deposits.
5. **Alkaline (caustic) products:** These products include floor stripper and heavy-duty general purpose cleaners.
 - a. These caustic floor chemicals are used by Dietary and Housekeeping staff only.
 - b. Use only in accordance with manufacturers' directions and guidelines outlined in the Housekeeping Policy and Procedures Manual.
6. **Solvents:** These products include rug spotters and dust mop treatment and can present a fire and health hazard.

- a. These cleaning products are available to Housekeeping, Maintenance, and Dietary staff only.
- b. They will be used in accordance with manufacturers' directions and guidelines outlined in the Housekeeping Policy/Procedure Manual.

7. Specialty Cleaning Products:

- a. These include stainless steel polish, furniture polish, and glass cleaners and will be used in accordance with guidelines outlined in the Housekeeping Policy/Procedure Manual.
- b. These products will only be used by Housekeeping, Dietary and Maintenance Staff.

8. Floor Seals, Finish, and Rug Cleaners:

- a. These products are used exclusively by Housekeeping/Dietary staff
- b. Follow manufacturers' directions for safe use and guidelines outlined in the Housekeeping Policy/Procedure Manual

B. Safe Storage of Cleaning Chemicals

1. Housekeepers must keep cleaning products, which are not directly being used, locked in their housekeeper's cart.
2. Products such as floor stripper, sealer and finisher are stored in housekeeping locked closets and Housekeeping Department away from public areas.
3. These products will only be used by Housekeeping, Dietary and Maintenance Staff.

C. Patient use of Cleaning Chemicals

1. Patients may not spray cleaning chemicals from the container nor may they be given the bottle of cleaning chemical. Staff will spray the cleaning chemical on a towel or if necessary, staff may spray the cleaning chemicals on the surface in need cleaning. Unit staff will educate all patients, prior to use, regarding the safe use of cleaning products.

VI. REFERENCES: None

VII. COLLABORATED WITH: Housekeeping Manager, Dietary Services Manager, Safety Officer, Unit Team Leaders, and the Director of Quality Improvement.

VIII. RESCISSIONS: #HL-01, *Chemicals and Their Safe Use* dated May 20, 2002; Policy # HL-01, *Chemicals and Their Safe Use* dated February 14, 2000; and HOPP #HK-01, *Chemicals and Their Safe Use* dated May 8, 1977.

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- IX. DISTRIBUTION:** All hospital policy manuals.
- X. REVIEW AND REISSUE DATE:** November 2007
- XI. FOLLOW-UP RESPONSIBILITY:** Housekeeping Manager
- XII. ATTACHMENTS:** None

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Ed Amberg Date
Hospital Administrator